

Chatfield Public Library Board of Trustees Regular Meeting Agenda
November 2, 2023
7:00pm at the Chatfield Public Library

- I. Call to Order
- II. Approval of August Meeting Minutes (No meetings in Sept. & Oct.)
- III. Budget Review
 - a. October Revenue and Expenditure Report
 - b. Olmsted County funding update
- IV. Old Business
 - a. Library Strategic Planning – Krista Ross, SELCO Exec. Dir.
 - b. New children’s shelving project update
- V. New Business
 - a. None
- VI. Director’s Report
- VII. Roundtable
- VIII. Adjourn
- IX. Upcoming Meetings:
 - a. Library Board, December 7, 2023 at 7:00pm

Chatfield Public Library Board of Trustees Meeting Minutes
August 8, 2023
6:30pm at the Chatfield Center For the Arts

Present: Debra Collum, Kathy Kamnetz, Todd Johnson, Dave Frank, Mike Speck, Ann Halloran, Monica Erickson (librarian), Sandy Sullivan (arrived at 6:44pm)

Absent: Karen Greenslade and Angie Grant

I. Call to Order

- a. The meeting was called to order at 6:35pm by President, Mike Speck.

II. Welcome new Library Board members Dave Frank and Pastor Deb Collum

III. Approval of April Meeting Minutes (No meeting in May, no quorum in June, canceled meeting in July due to lack of quorum)

- a. Todd Johnson made a motion to approve. Kathy Kamnetz seconded. Motion carried.

IV. Budget Review

- a. Utilities are high at the library as well as other places in Chatfield, fixed thermostat, maintenance on the vacuum, mulch purchased for landscaping, plumbing service, cleaning services (bulk buying), dues and subscriptions, and web hosting through SELCO are some of the noted higher expenses.
- b. Expenditures are at 56.56%, currently under the expected budget of 58.33%
- c. Revenue is at 56.83%, which is lower than expected at this point; the city has not transferred funds yet.

V. New Business

- a. Election of Vice President of Library Board
 - i. Monica nominated Dave Frank as vice president; Dave accepted.
 1. Mike Speck moved to accept Dave's nomination; motion passed.
- b. 2024 Budget Proposal and Goals
 - i. 4% increased budgeted for staff, which is always the bulk of the budget expenses as staff are the library's most significant resource.
 - ii. Large donations typically go into the endowment fund, which then get put into CDs.
 - iii. Sandy Sullivan made a motion to approve the budget proposal and goals. Seconded by Dave Frank. Motion approved.

- c. Valerie's step increase
 - i. Monica and Valerie met to complete Valerie's annual review. It was very favorable and Monica recommends that Valerie be approved for a step increase.
 - 1. Todd Johnson made a motion to approve the step increase. Seconded by Kathy Kamnetz. Motion approved.
- d. Christy's step increase
 - i. Monica and Christy met to complete Christy's annual review. It was very favorable and Monica recommends that Christy be approved for a step increase.
 - 1. Todd Johnson made a motion to approve a step increase. Seconded by Sandy Sullivan. Motion approved.
- e. Library Assistant position (to fill Margaret's prior position)
 - i. Lisa Martin has been volunteering 10am to approximately 12pm every Tuesday helping to reshelve books from each weekend. Lisa's generosity has helped us get by without filling Margaret's vacated position right away.
 - ii. Plans to advertise and begin interviewing formally.
 - 1. Discussion about salary. 8 hours per week at Grade 1, minimum step.
 - 2. Monica is working on revising the job description; one addition being working some Saturdays.
 - 3. The library board supports Monica's recommendations.
- f. Schwickerts Roof Repair
 - i. \$850 quote to replace multiple broken vents and the shingles around the vents. The damage is due to hail damage.
- g. Monica's review
 - i. Mike recommended a task force develop to work on Monica's review.
 - ii. Kathy Kamnetz and Dave Frank volunteered to work on Monica's review with her.

VI. Old Business

- a. New children's shelving unit: next step
 - i. Monica spoke with Christian Hendrie, the architect who assisted with the last upgrades. He suggested finding someone who is willing to do a project this small. Monica asked if anyone had any suggestions of people who may be able to construct a bookshelf.
 - ii. Jerry and Chris Spelhaug were recommended.

VII. Director's Report

- a. \$4 million increase in RLBSS for Minnesota library systems for 2024
 - i. SELCO will receive an increase of \$337,269.
 - 1. The funding increase areas will be sustained.
- b. Groundskeeper position
 - i. New groundskeeper (Raechel) hired after the initial hire vacated the position.
- c. Patio Umbrella update
 - i. Repaired
- d. Summer Reading Program
 - i. Monica is happy with the turnout.
 - 1. Programs in the park had around 200 participants at each event.
 - 2. Creative Challenges bring a lot of kids in.
- e. Removal of Sneeze-guard from Circ desk
 - i. Saved all the materials in the event they need to be re-installed.
- f. Willow Gentile Painting awarded at Band Shell July 20
 - i. The painting is still drying. Monica plans to hang it above the early reader area of the library.
- g. SELCO Merger
 - i. No new information.

VIII. Roundtable

- a. Ann questioned if the library has had any issues with patrons choosing to ban books; checking them out and not returning them or taking them without checking them out.
 - i. Monica discussed that we have an updated [Collection Development and Reconsideration Policy](#) in place to deal with any challenges regarding the presence of specific material within the library. This has not really been a problem in the Chatfield library.
- b. Todd Johnson suggested that we add wording to our bylaws to allow someone else to run meetings in the event the President and Vice President are absent. Monica added it to the agenda for next month.

IX. Adjourn

- a. The meeting adjourned at 7:58pm. So moved by Todd. Motion passed.

X. Upcoming Meetings:

- a. Library Board, September 7, 2023 at 7:00pm

Respectfully submitted,
Ann Halloran

Secretary

Olmsted County Funding for 2024 - Chatfield Public Library

1 message

Ferrian Lucas <lucas.ferrian@olmstedcounty.gov>
To: Monica Erickson <monica@selco.info>
Cc: Welsch Heidi <heidi.welsch@olmstedcounty.gov>

Mon, Sep 25, 2023 at 8:21 AM

Good morning Monica,

Hope summer treated you well!

I'm reaching out to let you know that Olmsted County will be providing funding in the amount of \$33,118 in 2024 to Chatfield Public Library. This payment will be sent in January 2024.

If you have questions, please reach out to Heidi Welsch or me and we'd be glad to answer them.

Thank you,

Lucas Ferrian

Assistant Controller

Olmsted County Finance

Phone: 507.328.7330

lucas.ferrian@olmstedcounty.gov

Children's Shelving Units Project

We contacted: Brad Bernard, Chris and Jerry Spelhaug, Craig Hill, James Amundson, and Dan Chapman

We got bids from:

Dan Chapman: Prices, 2 bookcases complete and installed with your shelf hardware, \$2060.00 signs are \$40 each. The bench is \$1200 complete.

Chris and Jerry Spelhaug: With the red oak we're looking at \$1,000 for the building of the shelf wrap, and then installation would be 2 guys at \$35/hr. We would need to come down again with the right bit to open up and see about the bench. (I texted him to ask for clarification and found out that the \$1,000 is for both shelving units! After I expressed some surprise, Chris texted back the following, "Well, being it's for the public library we kind of waived the profit. Lol" He will get back to me about the cost for the end signs for the units.

Kay Kirtz memorials available to be used toward this project: \$5,440

Director's Report November 2023

Schwicker's Roof Repair

Completed roof repair on 9/21/23 at \$850 as quoted.

Replaced multiple broken vents and the shingles around the vents.
The damage was due to hail.

Monica's Review

Not done yet.

At 8/8/23 meeting, Mike recommended a task force develop to work on Monica's review. Kathy Kamnetz and Dave Frank volunteered. They are waiting on Monica.

Website Tools

I spent time discussing website improvements with folks from:

- Google 360 Virtual Tour
 - Their proposal:
 - [Chatfield Public Library](#)
 - This was neat, but not really something I think we need.
 - \$1288 (\$289/year; \$50 per pano – they figured 20)
- Streamline website development system
 - <https://www.getstreamline.com/streamline-features>
 - Extremely appealing!
 - \$500 for migration/setup; \$1080/year (includes domain)
- SELCO – Wordpress (what we currently have)
 - <https://chatfieldpubliclibrary.org/>
 - We are paid up on our domain listing until March 2025 (that is only cost)
 - Discussed the help I can get from SELCO consultant to revamp our site

Conclusion: For now, I will stay with WordPress. Mike Flores (from SELCO) and I have a meeting set up to work on ways I can improve our website.

Pumpkin Carving Workshop 10/26/23

A great success!!

Attendance: 27 Two new young families!

Look for photos of the resulting carved masterpieces on facebook!

